

PARKS AND PUBLIC PROPERTY SUPERVISOR

General Statement of Duties: Supervises the maintenance and care of parks, streetscapes, athletic fields, cemeteries, right-of-way vegetation, urban forestry functions, recreational trails; does related work as required..

Distinguishing Features of the Class: An employee of this class is responsible for first line supervision of maintenance programs for parks, recreational trails, athletic fields, cemeteries, streetscapes, urban forestry functions and public property. Work is performed under general supervision with incumbent exercising a high level of initiative in developing work plans, maintaining an efficient maintenance program and observing that outside contract specifications are being followed.

Areas of Accountability:

1. Directs and coordinates the activities of a group of subordinates to assure the completion of assigned tasks.
 - Plans and assigns work;
 - Supervises employees in accordance with proper personnel, EEO practices, and union contracts;
 - Reviews and evaluates performance of subordinate employees;
 - Orients new employees on proper work procedures;
 - Instructs subordinates on proper safety rules;
 - Instructs subordinates on proper work rules;
 - Instructs subordinates on the care and use of equipment.
2. Oversees the care and maintenance of City parks, public property, and recreation complex.
 - Supervises the mowing, trimming, watering, seeding, aeration and fertilization of turf and athletic fields;
 - Supervises the growing of plant material;
 - Oversees the application of pesticides and herbicides;
 - Supervises a variety of functions related to installation, maintenance and repair of irrigation systems;
 - Supervises the care and set-up of athletic fields, park projects, and facilities;
 - Arranges for the purchase and repair of equipment;
 - Supervises the inspection and record keeping of playground and facilities;
 - Performs general park maintenance duties as needed.
3. Oversees the city's urban forestry functions.
 - Supervises all duties included in maintenance and care of trees on city property;
 - Inspects conditions of trees identifying problems and actions needed;
 - Arranges for work to be done by contractors and inspects work of contractors upon completion;
 - Notifies home owners of violations of the city ordinances dealing with trees on public right-of-ways, coordinating legal activity as needed.

4. Maintains effective working relationships with subordinates, the City staff, and the public and maintenance contractors.
 - Responds to questions and complaints from the public;
 - Maintains open communication with subordinate employees;
 - Maintains and handles maintenance contracts and billings.
5. Maintains proper records.
 - Prepares and maintains records, such as daily fuel consumption, accident reports, time records, disciplinary records on operations and activities;
 - Maintains records of equipment and facilities inventory;
 - Maintains all maintenance records;
 - Maintains contract list and work to be done.
6. Advises and makes recommendations to the Assistant Director of Parks, Recreations and Public Property regarding improvements and modifications needed in operations, priorities, staffing, departmental policies and personnel actions affecting employees and contractors.
7. Other duties as assigned.

Required Knowledge, Skills and Abilities: Considerable knowledge of methods, practices, and equipment utilized in Parks and Public property, urban forestry management program; considerable knowledge of propagation, planting, cultivation, pruning, and maintenance of plants; knowledge of pesticide application; knowledge of the requirements for propagation and growing of flowers, shrubs and trees in a nursery or greenhouse; knowledge of safety precautions applicable to the duties of the department; ability to maintain necessary records and prepare reports; ability to plan, assign, and supervise the work of others; ability to understand oral or written instruction, ability to maintain accurate records and reports; ability to deal tactfully and courteously with the public and outside contractors; ability to perform physical tasks of Park Maintenance Worker II employees as needed; ability to work outside in all weather conditions; .

Acceptable Experience and Training: Two years of college in horticulture, turf maintenance, agronomy, urban forestry, outdoor recreation or closely related field and three years experience in performing park maintenance, athletic field maintenance, urban forestry practices or horticultural maintenance or graduation from high school and six years experience performing park maintenance, athletic field turf maintenance and urban forestry practices. Prefer Iowa Pesticide Applicator's license. Must have a valid Iowa's driver's license.